

Mohammed Alajmi

CONTACT ME



Mobile
0505241333



Email
mhdajmi@gmail.com



Residence
KSA, Riyadh

SKILLS

- Leadership
- Business Development
- Business Operations
- Presentation and Communication
- Project Management
- Risk Management
- Decision Making
- Problem Solving
- Self-Motivated
- Fast Learning
- Bidding Management
- Cost Management
- Vendor Management
- Supply Chain

OBJECTIVE

Seeking new challenge in any of the below area:
Operations, Business, Commercial, and Supply Chain.

REFERNCES

Available upon your request

Education

CATHOLIC UNIVERSITY OF AMERICA

Master of Science in Engineering\ Engineering Management
Concentration in Projects and System Engineering Management

STRAYER UNIVERSITY

Bachelor of Science in Information system

Certifications

CERTIFIED BUSINESS OPERATIONS PROFESSIONAL

CERTIFIED ADVANCED BUSINESS COMMUNICATION

Work Experience



Jun 2015 – Present

SENIOR BIDS MANAGER

Riyadh

- Deputy of Bid Management Director
- Building rules and procedures for Bidding Department
- Assigning tasks on the team (Bid Managers/Specialist)
- Maintaining the relationship between Bid Management and Other department in the Organization
- Member of hiring committee
- Developing and enhancing the Bid Management engagement in the Organization
- Couching and Transferring knowledge to colleagues

HEAD OF BID MANAGEMENT

Riyadh

- Developing opportunity with customer
- Creating Role, Responsibility, and Accountability for each member in Bid Department
- Identifying the responsibilities of Bid Department and Others in Organization
- Conducting session to evaluate the opportunity (Bid/No Bid)
- Requirement gathering & analysis
- Evaluating & Choosing one or more vendors and partners to achieve the requirement
- Working closely with customer/End User representatives to acquire the business requirement

PROJECTS/BIDS LEAD (ACTING BID MANAGER)

Riyadh

- Coordinated with customer and conducting meeting to mature the requirement
- Conducted meeting with stakeholders to evaluate the opportunity and seek the decision of bid or no bid
- Prepare the bid plan and get commitment from all involve resources
- Managed the bid process and follow up to
- Create the DAREO (Dependencies, Assumption, Risk, Exclusion and opportunity)
- Create the risk assessment and identify all the risk in Risk Register (Quantification, Qualification)
- Identify the required resources to deliver the project and cost them.
- Prepare the financial proposal

PROJECT ANALYST/ PROJECT MANAGER/ ASSISTANT PROJECT MANAGER/ TEAM LEADER/ APPLICATION PROGRAMMER

Riyadh/ Mechanicsburg. PA/ Washington DC

During this period, I moved to different position and different places. I started my work in the HQ, Riyadh then moved for training program for 2 years with US NAVY then moved back to Riyadh, then I been elected to the military attaché office in Washington DC – Royal Saudi Embassy.



Jul 2013 – May 2015



Sep 2011 – Jun 2013



Aug 1998 – Aug 2011